



EMBASSY OF THE UNITED STATES OF AMERICA
Kuwait City, Kuwait

DOMESTIC EMPLOYEE CONTRACT

Date: _____

1. Sponsor's name and nationality: _____
2. Employee's name and nationality: _____
3. Date employee arrived in Kuwait: _____
4. Date employee began working for present employer: _____
5. Employee's duties while in US: _____

6. Regular work days while in U.S.: _____
7. Regular days off while in U.S.: _____
8. Daily work hours in U.S.: _____
9. Total hours of work per week in U.S.: _____
10. Number of holidays, vacation and sick days per year: _____
11. Salary per hour and overtime salary while in U.S.: _____
12. Frequency employee will be paid : _____
(example: weekly on day _____, monthly on date _____, etc.)
13. Method of payment (cash, check, direct deposit, etc): _____

The sponsor agrees to abide by all Federal, State and Local laws in the United States. The sponsor will pay the state or federal minimum wage or, prevailing wage, which ever is greater. The sponsor may be responsible for the withholding and payment of social security tax on behalf of the domestic employee, and may be required to file a US tax return.

The sponsor agrees to provide the domestic employee with transportation, food and accommodation in addition to salary. The sponsor is also responsible for the employee's medical expenses while in the U.S.

The sponsor and employee should understand the employee cannot be required to remain with the sponsor after working hours without compensation and the sponsor cannot withhold the employee's passport, employment contract, or other personal property of the employee.

The employee agrees to work only for the sponsor while in the United States and to depart the United States with the sponsor at the conclusion of the trip.

Signature of Sponsor

Signature of Employee



EMBASSY OF THE UNITED STATES OF AMERICA Kuwait City, Kuwait

LABOR CONTRACT AND EMPLOYER OBLIGATIONS

Domestic employees of non-American citizens applying for visas to accompany their employers to the United States are required, as are all visa applicants, to demonstrate strong ties to a residence outside the United States to which they will be compelled to return.

In addition, United States immigration law and federal regulations require that all nonimmigrant visa holders intending to bring personal employees to the United States provide the employee with a contract, assigned by the employer and employee, ensuring all employee rights and privileges as guaranteed under the Fair Labor Standards Act (FLSA). This contract and the obligations it requires of the employer follows below. If the employee does not understand English, the employer is also responsible for providing a certified translation of this contract in the employee's native language.

During the visa interview, employees will be expected to discuss their work history and their current terms of employment. The employee's sponsor should appear for the interview as well and should also expect to discuss the terms of employment, in the United States and Kuwait, with the adjudication consular officer.

Each applicant must present a signed, dated employment contract containing the:

- Name and nationality of the sponsor
- Name and nationality of the domestic employee
- Date the domestic employee arrived in Kuwait
- Date of the employee began working for the sponsor (one year minimum)
- Duties of the domestic employee while in the U.S.
- Work hours and salary of the employee in the US

Notes: the sponsor must guarantee in writing that the domestic employee will receive the minimum wage (\$7.25 USD per hour) or the prevailing wage, whichever is greater. Prevailing wages for locations in the US can be looked up on website <http://www.flcdatcenter.com>. As of January 1, 2011 here are the minimum wage figures for five major cities:

New York, New York: \$7.25
Boston, Massachusetts: \$8.00
Washington D.C.: \$8.25
Miami, Florida: \$7.31
Los Angeles, California: \$ 8.00
Chicago, Illinois: 8.25

The contract must also specify a provision for overtime compensation (150% of normal wages) should the domestic employee work more than 40 hours a week. The employee must receive compensation for all hours spent on the premises of the sponsor.

For reporting abuse of domestic employees, The Department of Health and Human Services can be reached the hotline # 1-888-3737-888